



COMPREHENSIVE PLAN CHANGE APPLICATION PROCEDURES

1. Schedule preliminary meeting with the Planning Director to review plans.
2. Complete the Comprehensive Plan Change Application on pages 3-5.
3. Provide the following with the completed application:
 - a. **Copy of Title Report:** Provide a copy of the title report for the site of the proposed project.
 - b. **Address Labels:** Provide two sets of names and addresses, printed on self-adhesive mailing labels, of the applicant, project surveyor/engineer, landowner and all owners of real property, any part of which is located within 300 feet of the exterior boundaries of the subject property.
 - c. **Radius Map:** Provide a radius map depicting a three hundred foot (300') radius around the perimeter of the subject parcel, identifying all parcels subject to notice.
 - d. **Map & Pictures:** The applicant must provide one (1) 8 ½ by 11 size map of the area to be rezoned along with at least two (2) digital or hard copy pictures taken from at least two different angles/views of the area.
 - e. **Application Fee:** Please call the Planning Department at 208-263-3370 or consult the forms and fees webpage at www.sandpointidaho.gov/planningfees.
 - f. **Map & Pictures:** The applicant must provide one (1) 8 ½ by 11 size map of the area to be affected by Comprehensive Plan Change along with at least two (2) digital or hard copy pictures taken from at least two different angles/views of the area.
 - g. **Project Narrative:** A narrative statement must be submitted with any Comprehensive Plan Change Application, demonstrating in what ways the request conforms to the goals and policies listed in the Sandpoint Comprehensive Plan. A copy of the Comprehensive Plan is available at the Planning and Zoning Office. Each of the following should be addressed:
 1. Property Rights (see *Introduction*)
 2. Population (see *Community Profile*)
 3. Community Design
 4. Land Use
 5. Housing
 6. Transportation
 7. Recreation
 8. Public Service Facilities and Utilities (includes School Facilities and Transportation)
 9. Economic Development
 10. Natural Resources and Hazardous Areas
 11. Special Areas and Sites

If the proposal does not conform to the goals and policies listed in the Comprehensive Plan, the reasons why should be stated in the narrative.

The Planning Director may request additional information in specific circumstances in order to assist the Planning Commission and/or City Council in reviewing this request.

The date of the Planning Commission hearing will be established by the Planning Department upon the acceptance of a **complete** application. An application will be considered complete when all of the requested information has been submitted.